

**2007**

★ Governor's  
Service Awards

*Honoring Michigan's  
Volunteers*



Nominations must be postmarked by  
**Tuesday, February 20, 2007**

## Governor's Service Awards

# The 2006 Awards



*V*olunteers demonstrate the power of giving and caring every day throughout Michigan. Governor Jennifer Granholm and First Gentleman Daniel Mulhern invite you to nominate a volunteer hero or organization for the 2007 Governor's Service Awards.

Governor's Service Awards nominees are selfless individuals and organizations who mentor and tutor children, serve the hungry and homeless, assist the elderly, care for our environment, and much more. Not sure who to nominate? Look around you and you'll see great volunteers in your office, place of worship and community. They are young people, senior citizens, people with disabilities, educators, national service members...they are your boss, your secretary, your babysitter, your mom, your grandfather, your neighbor, your best friend.

A celebration, similar to the theatre-style event in 2006, will be hosted by Governor Jennifer Granholm and First Gentleman Dan Mulhern to pay tribute to five finalists in each category including the award winner. The event is being held in southeast Michigan in May or June 2007.

Governor's Service Awards will be given in eight categories demonstrating the diverse nature of volunteers throughout our great state. **Please review the entire nomination form carefully before completing a nomination.**

## The Nomination Process

Visit the Michigan Community Service Commission web site at [www.michigan.gov/mcsc](http://www.michigan.gov/mcsc) for additional information including a Microsoft Word version of the Nomination Cover Sheet (Form A) and the Background Check Form (Form B).

When completed, a Governor's Service Awards nomination packet should include:

### **I. Nomination Cover Sheet (Form A)**

The Nomination Cover Sheet is one page and is included with this nomination form. Please type or print neatly. The cover sheet may be duplicated or a computer generated likeness may be created.

### **II. Background Check Form (Form B)**

The Background Check Form is one page and is included with the nomination form. This form is completed **ONLY** for individuals being nominated. Organizations or groups being nominated do not complete this form. Please type or print neatly. Only the original of this form should be submitted. No copies are necessary.

### **III. Nomination Narrative**

The Nomination Narrative is used extensively by the reviewers when selecting the award recipients. It can be no more than two double-sided pages. The narrative should answer specific questions identified with each award category. (See Award Categories on pages 3 and 4 for narrative questions).

The Nomination Narrative should be written using the following format:

- |                             |                            |
|-----------------------------|----------------------------|
| 1. Two pages (double-sided) | 3. 12-point font or larger |
| 2. Typed or neatly printed  | 4. One-inch margins        |

### **IV. Supporting Materials**

Nominators may submit no more than three (3), double-sided, 8 1/2 x 11 pages of supporting materials with each nomination

packet. This could include letters of support, newspaper articles, photographs, etc. Audio or video tapes, display materials, scrapbooks, etc. will not be accepted. All supporting documentation must accompany the nomination form. Supporting documentation received separately from the nomination packet will not be considered. Supporting materials will not be returned.

### **V. Photograph or Digital Photo**

Please include a quality color photo, or digital photo on disk or CD of the nominee, preferably involved in service. This photograph may be used in Governor's Service Awards publications, other MCSC publications, or on the MCSC web site. The nominator is responsible for securing permission to use photographs. Photos and/or disks will not be returned.

## SUBMITTING THE NOMINATION PACKET

The nomination must be postmarked by Tuesday, February 20, 2007. Information should be arranged in the following order:

1. Nomination Cover Sheet
2. Background Check Form, if necessary
3. Nomination Narrative
4. Supporting Materials
5. Photo or digital photo on disk or CD

Submit one unbound original, which includes the Background Check Form (Form B), and one photograph or digital photo, plus five (5) stapled copies (without the Background Check Form) of the nomination packet to:

Michigan Community Service Commission  
Attn: GSA  
1048 Pierpont, Suite 4  
Lansing, Michigan 48913

Facsimiles and electronic submissions will not be accepted.

The MCSC is not responsible for lost or damaged materials.

# The Award Categories

## Governor George Romney

### Lifetime Achievement Award

In your community you will notice an individual who has taken his or her volunteer service to the highest level—year after year. This award honors an individual, usually a senior citizen who has demonstrated a lifelong commitment to community involvement and volunteer service. Individuals nominated in this category have made service a way of life for many, many years.

#### Questions to be answered in the Nomination Narrative:

1. Provide brief current biographical information about the nominee.
2. When did the nominee first begin volunteering?
3. What motivated the nominee to remain involved with volunteer service throughout his or her life?
4. Describe key volunteer activities during each decade of the nominee's life.
5. What has the nominee's volunteer service accomplished? (Please use quantitative data by citing volunteer hours, number of people served, funds raised, etc.)
6. How have lives changed as a result of the service provided? (Please use qualitative data such as good stories, quotes from people served, and other things that can't be easily measured.)

### Outstanding Mentor Award

Mentors change lives. They give themselves personally to a child month after month and year after year. This award honors an individual who has made a significant difference in a child's life over time through mentoring. For the purpose of this award, mentoring is defined as a structured and trusting relationship that brings a young person together with a caring individual who offers guidance, support, and encouragement aimed at developing the competence and character of the mentee.

#### Questions to be answered in the Nomination Narrative:

1. Provide brief current biographical information about the nominee.
2. Describe the volunteer's history with mentoring. When did the nominee first become a mentor? Is the nominee still mentoring? Has s/he mentored the same child or had many?
3. What motivated the nominee to continue mentoring over time?
4. Describe key activities of the mentor and mentee.
5. What has the nominee's mentoring accomplished? (Please use quantitative data by citing volunteer hours, special services secured for the mentee, etc.)
6. How has the mentee's life changed as a result of his or her mentor? (Please use qualitative data such as good stories, quotes from the mentee and his/her family, and other things that can't be easily measured.)

### Innovative Mentoring Program Award

When it comes to running excellent mentoring programs, often non-traditional ways work. It takes an extraordinary organization to examine issues, look past the usual ways of tackling them, and dare to try something different. This award is presented to a mentoring program or organization that has found a unique and effective approach to mentoring children. This progressive organization maximizes limited resources and recognizes that, with volunteers, anything is possible.

(See top of next column for Nomination Narrative questions.)

#### Questions to be answered in the Nomination Narrative:

1. Provide a brief overview of the mentoring organization/program being nominated.
2. What motivated the organization to implement the innovative mentoring program?
3. Describe what makes this mentoring organization/program unique.
4. Describe the key activities of the mentors and mentees.
5. What has this mentoring organization/program accomplished? (Please use quantitative data by citing volunteer hours, number of people served, etc.)
6. How have mentees lives changed as a result of this organization/program? (Please use qualitative data such as good stories, quotes from the mentee and his/her family, and other things that can't be easily measured.)

### Outstanding Corporate Citizenship Award

Corporations that excel in community involvement are honored with this award. This kind of commitment is made by all employees, both hourly and salaried, and can take many forms including, but not limited to, corporate volunteer programs, monetary contributions, in-kind gifts, and employee-driven volunteer service. 501(c)(3) organizations should not be nominated in this category. They should be nominated for an Exemplary Service Community Award.

#### Questions to be answered in the Nomination Narrative:

1. Provide a brief overview of the corporation/business being nominated.
2. Describe when and how the organization began their community involvement.
3. Describe all of the activities the organization is involved with that benefit the community and its residents?
4. What has the organization's community involvement accomplished? (Please use quantitative data by citing volunteer hours, number of employees involved, number of people served, funds raised, etc.)
5. How has the community changed as a result of the organization's commitment? (Please use qualitative data such as good stories, quotes from people served, and other things that can't be easily measured.)

### Exemplary Community Service Program Award

The tremendous work volunteers accomplish in communities is often driven by an organization or club. This award acknowledges the importance this organization or club makes in community life. The nominees in this category strive to make communities better places to live through a variety of activities or by focusing on one issue of primary importance in their community. Schools, faith-based organizations, national service programs, nonprofit organizations, and service clubs are all potential nominees for this award.

(See top of page 4 for Nomination Narrative questions.)

**Additional Award Categories are found on page 4**

# The Award Categories (cont.)

## Exemplary Community Service Program Award (cont.)

### Questions to be answered in the Nomination Narrative:

1. Provide a brief overview of the organization/program being nominated.
2. Describe when and how the organization began their community involvement.
3. How does the organization/program utilize volunteers to achieve its mission?
4. Describe the organization/program's impact and the role volunteers played in making it happen (Please use quantitative data by citing volunteer hours, number of people served, funds raised, etc.)
5. How have lives changed as a result of this organization/program? (Please use qualitative data such as good stories, quotes from people served, and other things that can't be easily measured.)

## Exemplary Volunteer Service Award

When it comes to solving community problems, individuals really make things happen. These everyday citizens are very special people who go the extra mile for their community. This award is reserved for an individual who strives to improve the lives of neighbors, friends, community, or congregation. Individuals nominated for this award could be adults, national service members, educators, and more.

### Questions to be answered in the Nomination Narrative:

1. Provide brief current biographical information about the nominee.
2. When did the nominee first begin volunteering?
3. What motivated the nominee to volunteer?
4. Describe the nominee's key volunteer activities.
5. What has the nominee's volunteer service accomplished? (Please use quantitative data by citing volunteer hours, number of people served, funds raised, etc.)
6. How have lives changed as a result of the service provided? (Please use qualitative data such as good stories, quotes from people served, and other things that can't be easily measured.)

## ADDITIONAL INFORMATION

- The nominated volunteer service must benefit Michigan citizens.
- Previous Governor's Service Award winners may not be nominated again.
- **All nominations must be postmarked by Tuesday, February 20, 2007.**
- Only one individual or organization may be nominated per nomination form.
- The nomination form may be duplicated.
- Nominators may submit as many nominees as desired.
- If more than one nomination for an individual or organization is submitted, only the first nomination received will be accepted.
- Please call (517) 373-4200 to request the Nomination Form in an alternate format.

*Printing of this publication was paid for with private contributions. State of Michigan funds were not used.*

## Youth Volunteer Award of Excellence

Volunteer service that begins at an early age is often carried forward throughout life. That is why it is important to honor young people who are taking action to make our world a better place to live. Nominees in this category are ages 21 and under. They may be involved in many activities or give significant time to one particular cause.

### Questions to be answered in the Nomination Narrative:

1. Provide brief current biographical information about the nominee.
2. When did the nominee first begin volunteering?
3. What motivated the nominee to volunteer?
4. Describe the nominee's key volunteer activities.
5. What has the nominee's volunteer service accomplished? (Please use quantitative data by citing volunteer hours, number of people served, funds raised, etc.)
6. How have lives changed as a result of the service provided? (Please use qualitative data such as good stories, quotes from people served, and other things that can't be easily measured.)

## Senior Volunteer Award of Excellence

Senior citizens have a lot of experience and wisdom to share during their golden years. That is why it is important to honor older adults who are taking action to make our world a better place to live. Nominees in this category are ages 65 and older. They may be involved in many activities or give significant time to one particular cause.

### Questions to be answered in the Nomination Narrative:

1. Provide brief current biographical information about the nominee.
2. When did the nominee first begin volunteering?
3. What motivated the nominee to volunteer?
4. Describe the nominee's key volunteer activities.
5. What has the nominee's volunteer service accomplished? (Please use quantitative data by citing volunteer hours, number of people served, funds raised, etc.)
6. How have lives changed as a result of the service provided? (Please use qualitative data such as good stories, quotes from people served, and other things that can't be easily measured.)

## REVIEW AND NOTIFICATION PROCESS

- All nominations will go through an extensive review process that involves a volunteer Peer Review Panel and Michigan Community Service Commission (MCSC) staff members. The final decisions on finalists and award winners are approved by the MCSC Board of Commissioners.
- If a nominee is selected as a Governor's Service Awards finalist, the nominator and the nominee will be notified. If a nominee is not selected, only the nominator will be notified by mail. Notifications will be mailed by Tuesday, May 1, 2007.

## QUESTIONS?

Contact Kathie Vasilion at the MCSC  
(517) 373-4200 or [vasilionk@michigan.gov](mailto:vasilionk@michigan.gov)

# 2007 Nomination Cover Sheet

## Nominee

Nominee's Name Mr. Ms. Hon.  
Dr. Miss  
(list only one) \_\_\_\_\_

Contact Person \_\_\_\_\_  
(for awards honoring organizations only)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Age of nominee - please check one: \_\_\_\_\_ 21 or under \_\_\_\_\_ 22-45 \_\_\_\_\_ 46-64 \_\_\_\_\_ 65 or older

County(ies) Served \_\_\_\_\_

## Nominator

Name Mr. Ms. Hon.  
Dr. Miss \_\_\_\_\_

Organization \_\_\_\_\_  
(if applicable)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

## Legislators

*Please indicate the nominee's United States and Michigan Senators and Representatives. If you need assistance, please call Constituent Services at (517) 335-7858.*

	District Number	Name
U.S. Representative	_____	_____
State Senator	_____	_____
State Representative	_____	_____

## References

*Please provide two references who are familiar with and can verify the scope and extent of the nominee's volunteer service activities. These people may not be the nominator, nominee, or a relative of the nominee. Please make these individuals aware that they may be contacted.*

Reference #1	Reference #2
Name _____	Name _____
Phone (____) _____	Phone (____) _____

## Award Category

*Please check the category of your choice--check only **one** box. A nominee may be nominated in only one category. See the nomination form for assistance with choosing a category.*

- |  |  |
|--|--|
| <input type="checkbox"/> Governor George Romney Lifetime Achievement Award | <input type="checkbox"/> Exemplary Community Service Program Award |
| <input type="checkbox"/> Outstanding Mentor Award                          | <input type="checkbox"/> Exemplary Volunteer Service Award         |
| <input type="checkbox"/> Innovative Mentoring Program Award                | <input type="checkbox"/> Youth Service Award of Excellence         |
| <input type="checkbox"/> Outstanding Corporate Citizenship Award           | <input type="checkbox"/> Senior Volunteer Award of Excellence      |

# 2007 Background Check Form

Form B

The information below will be used only by Governor Jennifer Granholm's Appointments Office to conduct a background check for the Governor's Service Awards, an honor bestowed for exemplary volunteer service. This form is completed ONLY for individuals being nominated. Organizations or groups being nominated do not complete this form. Please have the nominee fill out the information as completely as possible. This completed form must be included in the Nomination Packet.

**Please type or print neatly**

Nominee's Full Name: \_\_\_\_\_  
(please include middle name)

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Telephone: (\_\_\_\_) \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number (Optional): \_\_\_\_\_

**Special Note:** Some nominees may be required to submit their Social Security Number as part of the background check process. A staff member from the Michigan Community Service Commission will contact the nominator or nominee if the Social Security Number is required and not supplied above.

Driver's License Number: \_\_\_\_\_

Please list any person or group who might take overt or covert steps to attack, even unfairly, your receiving a Governor's Service Award:

\_\_\_\_\_  
\_\_\_\_\_

Please indicate any matter in which you are involved that is or may be incompatible with your receiving a Governor's Service Award:

\_\_\_\_\_  
\_\_\_\_\_

**Consent and Certification**

I consent to the release of information concerning my ability and fitness for the award for which I have been nominated by my employer(s), schools, law enforcement agencies, and other individuals and organizations. I authorize the use of the information provided above to conduct a background search, including the use of my social security number to access credit history, existing criminal records, and other public available information.

I, \_\_\_\_\_ (please print your name), certify that all statements and representations provided in this statement are, to the best of my knowledge, true and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date